



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY

DEVELOPMENTAL SERVICES CASE MANAGER
PRIVATE DIVISION – WILLIMANTIC

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer

Location: Private Division – Willimantic

Job Posting No: 00020110

Hours: Monday through Friday 9am-4:30pm; RDO's: Saturday and Sunday

Salary: \$59,089.00 to \$80,010.00*
*Incumbents new to state service begin at the minimum.

Closing Date: August 25, 2014

Eligibility Requirement: Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Examples of Duties: This full-time position is assigned to the Community Companion Home Program in the Private Division based in the Willimantic Office. The position supports a caseload of approximately 30 individuals living in up to 20 Community Companion Homes in the central and eastern parts of the region, including the towns of Bolton, Brooklyn, Coventry, Dayville, Central Village, Canterbury, Pomfret, Danielson and Tolland. The individuals served and their CCH providers receive ongoing services and supports from either DDS and/or private support agencies. The Case Manager is responsible for assuring their planning services are in compliance with CCH licensing regulations including the scheduling and chairing of annual and quarterly meetings and reviews of individual plans, implementation of waiver requirements and conducting quality service reviews. In addition, the Case Manager convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client Individual's Service Plans; coordinates integration of day program, residential, medical and other services provided to each consumer and ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned clients and their families; provides supportive counseling to consumers and their families (with regard to departmental services); gives information to consumers, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers as well as other state or private agencies and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of consumer's files including all required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required. In addition, Case Manager should ensure that all communication and team planning

occurs with the consumer's residential, vocational/day supports, families and team players for delivery of appropriate vocational/educational, social, residential and health services that are in conformance with DDS and the Home Community-Based Waiver's regulations when specifically assigned.

Knowledge, Skills and Abilities: Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

Special Requirements:

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. When assigned to a caseload of individuals, some of whom are enrolled in the Federal Medicaid Reimbursement Program, must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of professional reference.

All application materials must be received by 11:59pm on the closing date indicated above

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services – North Region

155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108

Attn: Recruiter

Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420

Application materials can be emailed, faxed or mailed

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women,
minorities and persons with disabilities